

CITY OF HAYWARD

DEPUTY CITY CLERK

DEFINITION

Provides highly responsible administrative and technical assistance in the Office of the City Clerk involving maintenance of official City documents and records and execution of official functions and activities; assists in problem solving, developing organizational priorities and objectives; provides information to members of the City Council, public, and City staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Clerk and exercises supervision over other support staff.

ESSENTIAL DUTIES - Duties may include but are not limited to:

1. Compiles agenda items for City Council meetings and prepares agendas; distributes the same in accordance with the provisions of the Brown act; prepares "Call to Special Meeting" as required; ensures the provision of official notification of public hearings, including legal notices in accordance with City, State, and Federal laws. Prepare and distribute Annotated Agendas and Council minutes.
2. Verifies material submitted for the Agenda Packet is complete, accurate, presentable, and contains all necessary signatures and attachments - notifies appropriate department and secures corrections/changes as necessary.
3. Conforms all Resolutions and Ordinances and distributes as required and prepares for recordation and/or publication of resolutions of intent and ordinances as necessary.
4. Prepares and monitors department budget under City Clerk's supervision. Oversees petty cash drawer and regular expenditures and billing in order to ensure that they are within budget.
5. Assists the City Clerk in arrangements for municipal elections and accepting and processing petitions for referendums and initiatives; and registers voters.
6. Assists the City Clerk in administration of legal requirements relating to conflict of interest statements, campaign statements, and designated employee statement pursuant to the Political Reform Act of 1974.

ESSENTIAL DUTIES (continued)

7. Recommends suggestions and modifications to improve the records management program.
8. Composes correspondence and responses for the City Clerk; completes special projects as assigned.
9. Oversees the day-to-day support services of the office in order to ensure effective, efficient operation of the City Clerk's Office - supervises support staff including preparing performance evaluations and approval of time cards.
10. Prepares and distributes City Council Agenda Schedule, Master Calendar and Weekly Schedule for Council and staff.
11. Serves as Acting City Clerk as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Possess a combination of education and experience resulting in the development of the knowledge, skills and abilities necessary to perform the duties and responsibilities of the position, such as:

Knowledge of:

- A. Basic principles of office project management including budgeting.
- B. Principles and practices of records management systems including various software databases and optical imaging systems.
- C. English usage, spelling, grammar and punctuation.
- D. Organization and function of City government.

Ability to:

- E. Learn municipal laws and procedures; election laws and political reform requirements.
- F. Analyze and interpret legal documents, ordinances, resolutions, and administrative procedures and provide information and organize material in conformance with policies and regulations.
- G. Maintain complex records, take accurate notes and summarize actions from meetings.

Ability to (continued):

- H. Meet the public, understand their questions and effectively respond.
- I. Supervise, direct and evaluate the work of subordinate staff.
- J. Type at a minimum rate of 60 net words per minute.

EXPERIENCE AND TRAINING

Experience - Three years of increasingly responsible clerical experience including office management. Experience in a City Clerk's Office or other public agency is highly desirable.

Education - Equivalent to the completion of the twelfth grade including or supplemented by specialized clerical courses. An associate arts degree in office management, supervision or business administration or a related field is highly desirable.

Prospective applicants who have not had the education or experience listed may substitute other evidence of meeting the above qualifications for up to two years of the required clerical experience.

(For example: two years of training at a vocational business school or two years of full-time college education involving a variety of secretarial, business or commercial subjects may be substituted for two years of the required experience; college education in a non-related subject may be substituted for up to two years of experience on the basis of one year of college education for six months of experience.)

PROBATIONARY PERIOD: One Year

747CS97

August 1997

AAP GROUP: 15

FPPC STATUS: DESIGNATED

FLSA STATUS: EXEMPT